

WASHINGTON MILITARY DEPARTMENT

"Citizens Serving Citizens With Pride & Tradition"

State Civilian Job Opportunity
Science and Hazard Technology Program Coordinator
(Emergency Management Program Specialist 2 397b)

RECRUITMENT# DR-07-002-OC
LOCATION: Camp Murray, Tacoma (Lakewood), WA
SALARY: \$3371 – 4315 per month, depending on qualifications (Range 52)
CLOSES: February 1, 2007

There is one opening for a Science and Hazard Technology Program Coordinator with the Washington Military Department's Emergency Management Division at Camp Murray (near Fort Lewis).

AGENCY OVERVIEW

The Washington Military Department has three major operational divisions: Army National Guard, Air National Guard and Emergency Management. These divisions utilize state and federal resources to perform homeland defense, homeland security, and emergency mitigation, preparedness, response and recovery activities. The Department has a strong culture of service. Our mission is to protect the citizens of Washington, their property and the environment on a twenty-four hour a day basis and to provide trained military units in support of civil authorities for domestic emergencies and in support of federal combatant commanders for national defense and homeland security missions.

DIVISION MISSION

The mission of the Emergency Management Division in Washington State is to minimize the impacts of emergencies and disasters on the people, property, environment, and the economy of Washington State. To learn more information about the Emergency Management Division, visit our website at emd.wa.gov.

POSITION OBJECTIVE

Under the supervision of the Planning, Analysis and Logistics (PAL) Section Manager, the Science and Hazard Technology Program Coordinator independently provides professional level emergency management support by developing scientific based analysis products. The position also coordinates support for the maintenance of the state Hazard Identification and Vulnerability Assessment (HIVA).

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KEY RESPONSIBILITIES

- Maintains state Hazard Identification and Vulnerability Assessment (HIVA) as a primary statewide hazard analytical tool on a minimum four year update schedule.
- Accepts requests for product development through the Science and Hazard Technology Program Manager.
- Works closely with customers to develop problem solutions and products; produces products which can include maps, databases, spreadsheets, model runs, analytical reports or similar items; assists customers in maintaining developed products.
- Assists in training state agency, local jurisdiction personnel and the public on emergency planning.
- Develops analytical products used in Division programs.
- Maintains proficiency in science & technology based analytical tools used in the Division; develops proficiency in scientific based analysis of all Washington hazards.
- Performs analysis in support of other Division programs.
- Assists in the execution of the Science and Hazard Technology program; develops and recommends program objectives; maintains written program plan.
- Participates in local conferences to maintain currency in scientific analysis issues and technological developments.
- Coordinates with local emergency managers, state agency liaisons, academic experts, working groups and multiple program managers to recognize problems for scientific or technological solution.
- Provides training to Division personnel in the use of science and technology tools and the science of Washington hazards.

REQUIRED EDUCATION AND EXPERIENCE

Experience:

Two years of experience as an Emergency Management Program Assistant (EMPS 1); OR

A Bachelor's degree AND two years of professional level experience in emergency management, financial management (grant, contracting, claims management, budgeting), training/education, public information/affairs, program/project management, environmental analysis or planning, civil/structural engineering, legislative affairs, and/or urban planning.

AND Experience or training working with ARCGIS software products or comparable GIS oriented software.

Additional qualifying experience will substitute, year for year, for the education requirement. A Master's or Ph.D. degree will substitute for one year of the experience requirement.

DESIRED QUALIFICATIONS

Education:

Bachelor's degree in science, engineering or technology related field.

Experience:

One year of experience in one or a combination of the following:

- Using Geographic Information Systems (GIS) and database applications
- Conducting scientific-based analysis for problem solving in a business setting
- Using computer models to solve problems

Note: This experience may be gained concurrently with the professional experience listed above.

Skills and Abilities to:

- Use word processing software, such as Microsoft Word or WordPerfect, to create, format, edit, preview, print, and save documents.
- Use spreadsheet software, such as Microsoft Excel, to create and manipulate large or complex spreadsheets, use complex mathematical formulas to calculate data, and link worksheets.
- Effectively communicate both verbally and in writing
- Prioritize and perform multiple tasks in the same timeframe, handle interruptions appropriately, and return to incomplete tasks.

CONDITIONS OF EMPLOYMENT

- This position is covered by a union shop provision. Therefore, as a condition of employment, candidates who are appointed are required to become members of the Washington Federation of State Employees, or arrange to pay to that union a fee equivalent to its regular monthly dues. The union shop provision shall be effective on the first day of the month following the employee's initial 30 days in this classification.
- Upon activation of the Emergency Operations Center (EOC) or Joint Field Office (JFO), you may be required to report to work at Camp Murray or other locations around the state. Activations may occur at any time during the day or night and often requires that you work for extended periods of time in a fast paced / stressful environment.
- Must be willing to work in or around Military facilities and programs.
- Must be willing and able to remain in travel status that averages approximately ten percent of the time. This includes statewide travel with occasional overnight stays.

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APPLICATION PROCESS

Individuals interested in applying for this position should submit the following to

applicant7@mil.wa.gov

1. A current [Washington State Application](#).
2. A letter of interest, not to exceed two pages, specifically outlining how you meet the desirable qualifications. Include in your letter a description of your experience with Geographical Information Systems.
3. A list of at least three employment references which includes your two most recent supervisors and one peer.

Electronic application packets are preferred. Individuals who are not able to submit electronically may submit a hard copy to:

Jennifer Swidler, Human Resource Consultant
Camp Murray, Bldg. # 33
Tacoma WA 98430-5006
Voice/Message (253) 512-7942
Fax (253) 512-7808

The Washington Military Department is an equal opportunity employer. Persons of disability needing accommodation in the application process, or those needing this announcement in an alternative format, may call Jennifer Connely at (253) 512-7522 or Telecommunications Device for the Deaf (253) 512-7298.